


Clean Energy Community Advisory Commission (CECAC) Training

Presented by:
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AGENDA

- Roles & Duties of Chair
- Annual Workplan
- Subcommittees: Standing vs. Ad Hoc
- Brown Act: Agenda Items
- Amending a Motion
- Use of Commissioner Title
- Commission Outreach
- Letters to Council or Council Committees
- Legislation

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Roles & Duties of Chair

- Team Captain, Coach & Referee
 - Preside at Commission meetings
 - Keep discussion on topic
 - Stick to the agenda
 - Get through agenda items in a timely manner
 - Manage conflicts that arise during discussions
 - Ensure clear decisions are made

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Annual Workplan

- Activities to be undertaken
- Budget of personal and non-personal costs
- Frequency and schedule of meetings
 - must align with corresponding City Department and T&E Council Committee
- Submit to T&E Committee for approval

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mailing?

SUBCOMMITTEES

- Types:
 - Standing OR
 - Ad Hoc aka Temporary Committees
- Members:
 - Composed solely of 4 or less members of Clean Energy Commission
 - Former commissioners or public cannot sit on subcommittees
 - Commissioners cannot be required to serve on subcommittees

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volunteer body

STANDING COMMITTEE

- Continuing subject matter jurisdiction or meeting schedule fixed by Commission
 - Examples: Budget Committee, Outreach Committee
- Subject to Brown Act - Requires additional staff support
 - Agendas need to be posted at least 3 days prior to the meeting (use agenda template)
 - Must draft and post Action Minutes

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STANDING COMMITTEE

– How to Form?

- Include in Annual Workplan or Separate Request to T&E Council Committee (as part of Amended Workplan)
- Include justification for the Standing Committee, and time and budget analysis by Clean Energy staff
- Must be approved by T&E Council Committee

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AD HOC aka TEMPORARY COMMITTEE

- Less than 6 months
- Specific short-term tasks and narrow projects
 - Example: Outreach on roll-out of Program X
- Cannot have recurring ad hoc committees on same subject matter
 - Example: Budget Committee from January to March annually → actually a Standing Committee
- Commission Secretary must attend
- Not subject to the Brown Act
 - Agendas don't have to be posted
 - No minutes

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AD HOC aka TEMPORARY COMMITTEE – How to Form?

- Commission or Standing Committee forms ad hoc committee
- Purpose for forming ad hoc committee must be defined
- Scope must be within CECAC's functions, powers and duties per the Municipal Code
- Scope must be approved by the Commission Secretary
- Ad Hoc Committee must fix its own meeting schedule

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Ad hoc - 2013

→ is within purview of
Commission

~~Ad hoc~~ ad-hoc decides schedule

no formal close out for
Committee
no formal termination

BROWN ACT – AGENDA ITEMS

- Must correspond to items on the approved Commission Workplan
- Brief general description of each item of business to be transacted or discussed at the meeting and the proposed Commission action, if any
- State action or possible action if action will or may be taken
- If more than 5 hours of staff time required, item needs to be on the Workplan

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AMENDING A MOTION

- Ask for a friendly amendment
 - Both mover and seconder must approve
 - "I'd like to suggest a friendly amendment"

OR

- After recognition, "Chair, I move that this motion be amended by [adding/striking the following words]."

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Use of Commissioner Title

- Resumé or biography okay; non-City email signature block not okay
- Use with Disclaimer: When speaking or writing publicly on matters within your Commission's scope, but not on behalf of the Commission
- Use with Commission Authorization: Can use your title to speak or write on behalf of the Commission when authorized by the Commission to City Entities
- Per SJMC § 2.08.2130.F: For community outreach purposes when authorized by the Commission to conduct outreach on specific topics in the Workplan

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COUNCIL POLICY 0-4

COMMISSION OUTREACH

- Commission may seek the advice or input of others in the course of making their recommendations to the Council
- A Commission's Workplan may include outreach on one or more workplan items.
- A Commission may authorize a commissioner to conduct outreach consistent with the workplan.

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COUNCIL POLICY 0-4: LETTERS

- From CECAC to City Entities re: Council or Council Committee Items
 - Submit through Commission Secretary
 - Specify Council or Council Committee Agenda item
 - Letter will get posted as Letter from CECAC for that item
 - Direct email to Council or Council Committee is not allowed

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COUNCIL POLICY 0-4

LEGISLATION

- CECAC can recommend positions to City Council on legislation in areas of CECAC's expertise
 - Send letter to Rules Committee through CECAC Secretary requesting Council to take a position on state or federal legislation
 - Rules will refer the legislation to appropriate Council Committee for analysis and recommendation, or can refer to Council for action

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Commission authorizes chair to draft letter

Secretary goes sent to Clerk and added to Council agenda

agendize

Discussion and direction/ requesting

Questions & Answers

Thank you for participating
in this training.

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ROSENBERG'S RULES OF ORDER CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn <small>not required at end of agenda</small>	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege" <small>not to be used to insert unagendized items into meeting</small>	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate <small>"Call to question"</small>	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion <small>council often uses the "friendly amendment"</small>	"I move that this motion be amended by..." <small>"I'd like to suggest a friendly amendment."</small> <small>Must be approved by mover and seconder.</small>	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion) <small>only on agendized items. No new businesses can be added by motion due to Brown Act</small>	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront <small>Generally, a point of order must be raised at the time the rules are broken or else it would be too late</small>	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house" <small>this is a physical dividing by vote, so you stand to vote Aye or move to one side of the room.</small>	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter <small>This would mostly be used if someone is making a motion that would violate the Brown Act or is irrelevant to the agendized topics.</small>	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled <small>you can't do this unless the item is agendized, in which case, this motion is not needed. you will not need this.</small>	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of <small>Only a member of the prevailing side can make a motion to reconsider. clerk within 3 days of the meeting.</small>	"I move we now (or later) reconsider our action relative to..." <small>must be made at the meeting, or notice given to the</small>	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..." <small>the City Council Chair will often do this without a vote. Generally do this at Orders of the Day</small>	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

In the City Council, staff presentation, public comment and Council discussion occur without a motion on the floor. You can discuss the item without a motion. Because the Brown Act requirements are so clear as to what is being discussed, this RRO rule is not needed.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I-second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION You can also ask for a friendly amendment which is less formal and most often used by the City Council. Both Mover and Seconder must concur.

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION The City Council often says "Call to Question."

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker." In the City of San Jose, the Chair has this discretion without a motion being needed.

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

once the agenda items have been completed, the Chair may adjourn without a motion.

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

in San Jose, you can just state "I withdraw my motion." No permission is needed.

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

POINT OF PERSONAL PRIVILEGE

this is not to add new items to the meeting, but to respond to an urgent, usually environmental, situation.

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

RRO is used to facilitate a meeting, not to stop discussion. Brown Act and State law take precedence over RRO. If motion to accept the agenda is missed, it does not negate the actions taken at the meeting.

SJCE Community Program Update for T&E Committee Meeting 6.3.19

While in its early stage of development, the purpose of this memo is to outline the current direction and thought process for the San Jose Clean Energy program roadmap. First step and recommendation in the energy program roadmap process is to establish a set of program guiding principles to pre-screen program ideas and ensure they align with San Jose Clean Energy and the City of San Jose's values and strategy. The current draft of these guiding principles include *promoting equity and supporting disadvantaged communities, maximizing greenhouse gas reduction opportunities, aligning with Climate Smart San Jose, and producing customer and community benefits*. Based off benchmarking of CCA's in the Bay Area and market assessment of clean energy technologies in California, the following sectors will be the primary source of program development; vehicle electrification, building electrification, distributed energy resources, and rates.

For FY19-20, the recommendation is to focus on small scale pilots to gain experience in key program areas, engage with the community, and set the stage for future programs. These pilot programs could potentially include:

- Electric Vehicle-Solar Webpage: to establish a trusted community information source on Electric Vehicles (EV) and Solar within sanjosecleanenergy.org
- Ride and Drive events: to host in low income communities to educate and create awareness of electric vehicles, and collect data for future EV programs
- Community Grants: to contribute to innovative energy program ideas supporting low income and disadvantaged communities

The focus in FY19-20 will also be on promoting federal, state, and regional programs that could benefit our customers and community. In year 2 (FY20-21), additional pilots will be developed to address market gaps but also to build on and complement the federal, state, and regional programs promoted in year 1. In year 3 (FY21-22) and beyond, scaled up programs will be introduced by leveraging the data collected from previous years' pilots and the experience in working with customers and the community.

Finally, the philosophy of the San Jose Clean Energy program roadmap will be to maintain an iterative, continuous improvement-based approach by adjusting to the feedback from and experience with customers and the community. Thus, apart from the program guiding principles, the intention is for the program roadmap to be a working-style policy and communication tool that is updated as experiences and data are acquired.

**Clean Energy Community Advisory Commission
Work Plan for FY 19/20**

	Items for Briefing and Possible Action in FY 2019-20	Actions	Timeframe
1	FY 2019-20 plan	Receive briefing and give comment on FY 19-20 operating and outreach plan	July 2019
2	2019 Legislative Update	Receive briefing on legislative matters under consideration	July 2019
3	Briefing on Net Energy Metering Program (NEM) enrollment plan	Receive briefing and give comments on the San José Clean Energy NEM enrollment plan	September 2019
4	Present work plan to City Council T&E Committee	Staff to present work plan to City Council T&E Committee	September 2019
5	Briefing on SJCE programs next steps	Receive briefing and give comment on SJCE programs next steps	November 2019
6	Discuss regulatory and legislative plans to support SJCE and other CCA's	Discussion on regulatory and legislative initiatives, challenges, and positions to support SJCE and other CCA's.	January 2020
7	Integrated Resource Plan (IRP) Planning Discussion	Receive briefing and give comment on IRP planning	March 2020
8	Presentation of FY 19/20 SJCE Budget, energy rates and charges	Presentation of proposed FY 19/20 SJCE budget, energy rates and charges	March 2020
9	Review SJCE expected reserve	Receive briefing on margin/surplus/reserves that are expected for SJCE as part of the 2020/2021 fiscal year and discussion of the financing benefits from building reserve levels	May 2020
10	Adopt annual Commission work plan for FY 20/21 and annual report for FY 19/20	Adopt commission annual work plan of objectives for FY 2020/21 and the annual report of Commission actions on objectives for FY 19/20	May 2020
11	Elect officers for FY 20/21	Election of Chair and Vice Chair of the Commission for FY 20/21	May 2020

bi-monthly

